



# Personalized Education Planning Checklist

## 8th Graders

*Ongoing opportunities for career exploration (6th – 8th)*

### Prior to meeting with each student

- Obtain student grades
- Obtain transcript for each student taking high school courses, if applicable

### During individual meeting

- Analyze the most current transcript, if applicable
- Discuss goals for the future
  - » Post-secondary planning
  - » Review CTE Programs of Study options
  - » Review graduation requirements (*WVBE 2510 and county policy*)
- Develop the Personalized Education Plan (PEP) using the following
  - » Career exploration data
  - » Post-secondary interests
  - » Academic data
- Explore CFWW

## Incoming 9th Graders

### Obtain the following information from feeder middle schools

- List of students taking high school courses in middle school
- List of students who are at-risk
  - » Students in need of academic support
  - » Students in need of social-emotional support
  - » Students who may not complete high school credit in 8th grade
- PEP for each student
- Transcript, if applicable

## 9th – 11th Graders

### Ongoing opportunities for career exploration (9th – 11th)

#### Prior to meeting with each student

- Obtain the D/F list
- Obtain a PEP and transcript for each student

#### During individual meeting

- Analyze the most current transcript
- Discuss goals for the future. Consider the following:
  - » Post-secondary planning
  - » Career exploration data
  - » AP/Dual Credit/Embedded Credit opportunities
  - » Graduation requirements (*WVBE 2510 and county policy*)
  - » Scholarship requirements (*core course requirements for PROMISE on [cfwv.com](http://cfwv.com)*)
- Review NCAA requirements, if applicable
- Review college entrance requirements, if applicable
- Review CTE program of study requirements, if applicable
- Update the PEP annually
- Schedule student to ensure graduation requirements are met

## 12th Graders

#### Prior to meeting with each student

- Obtain the D/F list
- Obtain the PEP and transcript for each student

#### During individual meeting

- Analyze current transcript
- Discuss goals for the future
  - » Post-secondary planning
  - » Student will meet graduation requirements (*Review WVBE 2510 and county policy*)
  - » Student will meet PROMISE scholarship requirements, if applicable (*Review core course requirements*)
  - » Student will meet college entrance requirements, if applicable (*course requirements, SAT/ACT*)
  - » Student will complete the CTE program of study, if applicable
  - » Student has applied for FAFSA/PROMISE Scholarship
  - » NCAA requirements
- Support student in completing necessary steps for post-secondary plan

